

Hall Hire Agreement (inc. Rules/Safety Requirements)

Hire charges can be found at: www.lindowhall.org.uk/home/room-event-hire/

I agree to hire the Lindow Hall on for the purpose of

Start time: Finish time: Numbers attending: Licensed bar requested*:

I agree to all the conditions stated in this notice and these have been pointed out to me.

I agree to be the 'Responsible Person' (Minimum age 25) in charge of the safety at this event and will familiarise myself with the Lindow Hall Health & Safety Policy and Management Procedures and requirements.

I agree to leave the hall clean and tidy & ensure heating has been switched off (unless otherwise agreed).

* Sale of alcohol requires payment of £15 (Pauline Hinks, Designated Premises Supervisor, T: 01228576157) and the Responsible Person must ensure all licensing legislation is observed.

Name: (printed) Signature: Position:

Organisation: Address: Date:

SAFETY REQUIREMENTS.

By statute it is necessary for the Management Committee to notify all hirers of the safety precautions to be observed. The hirers are individually and severally responsible for ensuring that these precautions are observed.

1. No walkways, passageways, doorways, or exits are to be obstructed. At all times all means of egress must be kept completely clear. All self-closing fire doors must always be kept shut, except when personnel are passing back and forth.
2. No naked flames (except lighting of candles on celebratory cakes), explosives, flammable liquids or highly flammable articles are permitted in any part of the premises.
3. Suitable guards to prevent contact with scenery or any other combustible materials should be fitted to all lamps, lanterns, lighting appliances and any other apparatus liable to become heated whether under normal or abnormal conditions.
4. All stage curtains, scenery, drapes, borders, decorations, and the like should be satisfactorily treated so as to render them flame retardant.
5. On those occasions when disabled persons are present on the premises, such special arrangements as may be necessary in the circumstances should be made so as to enable all persons to leave the premises safely in the event of fire. This must be recorded in a PEEP (Personal Emergency Evacuation Plan) – help to prepare this can be provided.
6. All doors must be kept unlocked so long as members of the public are on the premises.
7. It is the responsibility of the hirer to ensure that all doors (internal and external) and windows are CLOSED and ALL lights are switched OFF (including those in the toilets) before leaving the premises.
8. The maximum number of persons to be allowed on the premises at any time is 120
9. If chairs are set out in rows (theatre style), or chairs and tables in other styles, sufficient gangways and space between rows must be left to allow escape lanes to emergency exits.
10. All hirers must make themselves familiar with the courses of action necessary in the event of fire or any other emergency. This includes knowing the location of all firefighting equipment, emergency exits, first aid equipment and lighting. These are all shown on the **Emergency Plan**. All other officials/supervisors of the hirer's party must also be briefed by the hirer.
11. If there are large quantities of rubbish to dispose of after any event (e.g. Jumble Sales, etc.), it is the responsibility of the hirer to arrange for its disposal off site.
12. All hirers must return all furniture/equipment to the correct storage areas (stacks of chairs must not be dragged across the surface of the varnished floors). They must leave the kitchen areas clean with all units wiped down, all floors wiped over (where necessary) and swept and all else in a tidy condition. Please note that disposal of cleaning water is to be done in the toilets, not the kitchen sinks which are to be used for food preparation, washing up and personal hygiene only.
13. Adhesive tape, pins, staples, and other sharp fixings must not be used on the walls, furniture or fittings. All temporary decorations and fixings must be removed after an event.
14. **NO SMOKING whatsoever is allowed on the premises at any time.**

This document is a legal requirement for our insurance and to comply with conditions of our license with Cumberland Council.

Please return completed and signed form to: Pauline Hinks, Kilncroft, Drumburgh (T:01228576157)